

THE STATE BAR OF CALIFORNIA TRAVEL and BUSINESS-RELATED EXPENSE POLICY

Revised January 3, 2008

I. GENERAL PRINCIPLES

A. Except as noted otherwise, this Travel and Business-Related Expense Policy applies to all volunteers and other non-employees who seek reimbursement for travel and business-related expenses incurred in conducting State Bar business.

B. State Bar representatives who do not have a Purchasing Card (Pcard) must use their personal funds for travel expenses and request reimbursement at the conclusion of the trip in conformity with this policy.

C. As a general rule, travelers are urged to travel economically. However, in the application of this general rule, extenuating circumstances such as the best economic use of the traveler's time may be taken into consideration in selecting transport, accommodation and other travel means.

D. There will be no reimbursement for the expenses of a spouse or guest who accompanies a traveler on State Bar business.

E. No traveler will be reimbursed for travel expenses other than their own even if the traveler paid for another State Bar representative's expenses. Travelers are responsible for their own travel expenses.

F. Except where noted otherwise, only when a person is on Travel Status is s/he eligible to seek travel reimbursement or request a travel advance as stated in this policy.

G. A person is on Travel Status when, in the course of performing duties for the State Bar, s/he travels to one or more destinations that are at least thirty miles (one-way) from the person's primary workplace.

II. TRAVEL EXPENSE REPORTING

A. An *Expense Report* form furnished by the State Bar must be timely filed with appropriate receipts to request expense reimbursement (Appendix A). Volunteers are encouraged to use the [electronic form](#) whenever possible.

Only one form should be submitted for each week of travel.

B. Documentation Guidelines

1. Approvals: A member of the Board of Governors, Section and committee members, and other volunteers' *Expense Reports* must be reviewed and, if correct, signed by the staff liaison or Executive Staff manager assigned to the relevant volunteer activity who has approval authority.

2. Receipts for air travel fares, car rentals, lodging and any expense in excess of \$25.00 must be attached to the *Expense Report*.

3. Deadlines: The deadline for submitting an *Expense Report* to an approval authority is 30 calendar days after the traveler incurs the expense. *Expense Reports* submitted after 60 calendar days shall not be processed for payment unless approved for late payment by the Executive Director or designee.

III. AIR TRAVEL

A. The State Bar is eligible for California State government discounted rates on airfare (Appendix B). In most instances these [fares](#) will represent the most economical airline fares between common city pairs, but travelers should strive to obtain the most economical airline fares available.

B. Travelers must contact the approved State of California travel agency, [Giselle Travel](#), for all travel in excess of \$250 (round-trip fare) unless prior manager approval is obtained. For round-trip flights under \$250, travelers may use their discretion to determine whether to use the State program or to book tickets directly with the airline.

C. Compensation for air travel will be limited to the cost of a coach/economy fare. The cost of any accommodation upgrade, in any class, will be deemed a personal expense chargeable to the traveler.

D. Travelers are to use the lowest airfares available without regard to the accrual of personal frequent flyer miles.

IV. AUTOMOBILE TRAVEL

A. Personal Automobile

Travelers required to use a personal automobile to conduct State Bar business will be reimbursed for mileage at the Internal Revenue Service approved rate regardless of whether Travel Status requirements are met, consistent with the following guidelines:

B. Personal Auto Mileage Reimbursement Guidelines

1. Reimbursable mileage is incurred when a traveler leaves the location of his/her primary workplace on State Bar business and returns to that same location.
2. Reimbursable mileage is incurred when a traveler does not report to his/her primary workplace during the work day because of State Bar business. Reimbursement will be for that mileage in excess of normal commute round trip mileage between home and the primary workplace.
3. Reimbursable mileage is incurred while conducting State Bar business while on the way to or from home or from the primary workplace. Reimbursement will be for that mileage in excess of normal commute round trip mileage between home and the primary workplace.
4. Travelers who elect to drive rather than fly to conduct State Bar business must choose the most economical form of transportation and not request mileage reimbursement in excess of what comparable airfare would have cost.

C. Taxi Service

Actual cost including customary gratuity will be reimbursed when a less expensive service is not suitable. When taxi service is required to conduct State Bar business away from the individual's primary workplace, the State Bar will reimburse the expense in conformity with the terms and guidelines of the Travel and Business-Related Expense Policy regardless of whether the Travel Status requirements are met.

D. Car Rental

Reimbursement for car rentals will be made where it is a justified economical use of the traveler's time in light of the necessities incident to the particular trip.

When a rental car is required to conduct State Bar business away from the individual's primary workplace, the State Bar will reimburse the expense in conformity with the terms and guidelines of this policy regardless of whether the Travel Status requirements are met.

E. Car Rental Guidelines

1. As a general rule, when renting a car, economy models should be requested taking advantage of the rental car company's available discounts.
2. The State Bar may contract with one or more rental car agencies in order to receive preferential rates. State Bar travelers are encouraged to take advantage of these arrangements when they are available. When there is no contract with a car rental agency, travelers are to assure competitive rates are obtained.
3. Alternatives to rental cars should be evaluated based on cost and time. In some cases, it is less expensive and more convenient to use cab service, hotel shuttle or public transportation.
4. The State Bar carries insurance that covers travelers when renting a vehicle while on State Bar business. Thus, travelers should not elect to carry the additional collision and liability coverage offered by rental agencies when traveling on State Bar business. All additional insurance elections will be deemed a personal expense chargeable to the traveler.
5. In the event the traveler rents a vehicle to be used for combined business and personal use, the traveler will not be covered by the State Bar's insurance when the car is used for personal purposes. To assure the traveler's personal liability is addressed in such circumstances, travelers are encouraged to obtain the appropriate insurance for the period the traveler is using the car for personal purposes. All additional insurance elections will be deemed a personal expense chargeable to the traveler.
6. Individuals are responsible for any car rental charges, fuel, insurance charges and

liability while on personal business. The State Bar is not responsible for any costs, injuries or damages caused as a result of a rental car used for personal purposes.

7. Whenever practical, travelers should return cars with a full tank of gas to avoid excessive refueling charges by car rental companies. Car rental companies offer a Fuel Purchase Option that allows for the purchase of a full tank of gas allowing the car to be returned with an empty tank. This option may be cost-efficient but should be used only if the car will be driven enough to exhaust a full tank of fuel.

8. Compliance with the rental car agency agreement is the responsibility of the traveler who signs the rental agreement. Please be aware of provisions in the rental agreement that prohibits any other person from driving the car.

9. In the event of an accident, follow these steps:

- Attend to any medical issues.
- Report to appropriate law enforcement agencies immediately.
- Consult the rental contract and follow its instructions.
- Promptly submit an accident report to the State Bar's Manager, Insurance Programs.

F. Tolls and Parking

Tolls and parking fees incurred by travelers using a personal automobile or rental car on State Bar business are reimbursable expenses and must be identified as such on *Expense Reports* under auto expenses. When travel is required to conduct State Bar business away from the individual's primary workplace, the State Bar will reimburse tolls and parking expenses in conformity with the terms and guidelines of this policy regardless of whether the Travel Status requirements are met.

G. Parking tickets and traffic fines incurred by travelers shall not be reimbursed.

V. LODGING

A. When lodging away from home is required to conduct State Bar business and Travel Status is not invoked, the State Bar will reimburse lodging expenses at the authorized rates and in conformity with the terms and guidelines of this policy regardless of whether

the Travel Status requirements are met (Appendix C).

B. Individuals engaged as speakers for State Bar sponsored programs may be reimbursed for the actual cost of a standard single accommodation hotel room consistent with authorized rates.

C. Lodging Guidelines

1. Reimbursement for lodging expenses will be made for the actual expense of single accommodations, up to the maximum authorized rates. Contract or government rates should be requested at the time reservations are made. The State Bar qualifies for the State government rates and negotiates favorable contract rates with various hotels (Appendix D).

2. Lodging expenses in excess of the current authorized lodging rates shall not be reimbursed unless a prior contracted group rate arrangement has been made with the hotel by the State Bar or unless expressly authorized in advance by the Executive Director or designee. This must be confirmed in writing by attaching a memo that provides all of the appropriate information, including name of meeting event, dates of stay, name and address of hotel, hotel rate per night.

3. If the Expense Report is submitted without the necessary approval memo and the lodging rate is in excess of the authorized rate, reimbursement will be made for only the authorized maximum hotel rate for that city.

4. The State Bar covers the cost of the hotel room and business related telephone calls, parking, and business center expenses. Travelers are responsible for covering their personal incidental expenses including personal telephone calls, room service and other in-room self-service items.

5. Any charges resulting from failure to cancel lodging reservations are not the responsibility of the State Bar unless the reason for failure to cancel in time is business-related or due to an unavoidable personal emergency and a statement of same is included on the *Expense Report*.

6. Reasonable tips in connection with the handling of bags, valet service, and accommodation maid service are reimbursable expenses.

VI. MEALS

A. Travel Status Meal Per Diem Guidelines

1. Individuals on Travel Status will be entitled to their own meal expenses up to the maximum amount allowed under the authorized per diem meal rates (Appendix C). Payment will be made only for the traveler's own expenses. One person may not use State Bar resources to pay for the meals of other travelers. Each traveler is responsible for his/her own travel and meal expenses.
2. If the cost of a meal exceeds the approved per diem rates, only the amount of the per diem rate will be paid by the State Bar.
3. Eligibility for meal per diems is based on the time(s) during which an individual is on Travel Status. The following guidelines apply:

Breakfast: Travel status before 7:00 a.m.

Lunch: Travel status at 12:30 p.m.

Dinner: Travel status after 7:00 p.m.

4. The meal per diem may not be claimed when a meal is otherwise provided at State Bar expense (e.g., a State Bar catered lunch).
5. Tips for restaurant service are considered to be part of the per diem rate and are not reimbursable beyond the per diem rate.

B. Non Travel Status Meal Per Diem Guidelines

1. The cost of business-related meal expenses may be compensated when an individual is not on Travel Status if the meal was work related and in conditions beyond the individual's control. Examples include:

An individual is not on Travel Status but is required by the State Bar to staff or attend an off-site meeting or function where a meal is required under circumstances beyond the individual's control. This includes staffing the bar examination.

An individual is not on Travel Status but is required by the State Bar to attend off-site training where a meal is required under circumstances beyond the individual's control.

An individual is not on Travel Status but is required by the State Bar to stay overnight away from home during authorized meal times.

2. A travel *Expense Report* should be used to report these expenses. The report must include the purpose of each business-related meal and the conditions that justify payment.
3. The above standards governing travel status meals (VI.A.1. through 5., rates, tips, etc.) apply to non-travel status meal reimbursement, except for the requirement of being on travel status.
4. Meal reimbursement is not allowed where State Bar representatives are not on Travel Status and have a meal together incidental to a State Bar function they are attending or staffing.

C. Catered Meals Guidelines

1. Refreshments and/or meals may be catered at State Bar expense at State Bar meetings and events provided that the attendees are not exclusively State Bar employees and the subject matter of the event is not routine internal State Bar business or staff meetings. Individuals (including members of the Board of Governors, committee members, and State Bar employees) attending such activities as part of their duties are entitled to partake of the catered meal, regardless of whether they are on Travel Status. Meal per diem rates do not apply when a catered meal is provided.
2. In certain circumstances, a State Bar meeting or function may occur in which the cost of a meal or refreshments is included in the registration fee or is to be reimbursed by attendees individually. The State Bar is to be invoiced for such events by the service providers and will pay the invoice out of the registration fees or the individual reimbursements collected. It is the obligation of the State Bar office sponsoring the event to keep accurate records for auditing purposes showing that the registration fees or individual contributions cover the meal or refreshment costs.

D. Alcoholic Beverages

Alcoholic beverages are not paid for nor reimbursed by the State Bar.

VII. TELECOMMUNICATIONS & INCIDENTALS

A. Reimbursement is provided for reasonable expenses incurred in making business-related telephone calls and limited calls to the individual's home resulting from the requirements of business. As long as the calls are required by State Bar business, the State Bar will reimburse these expenses in conformity with the terms and guidelines of the Travel and Business-Related Expense Policy regardless of whether the Travel Status requirements are met.

B. Expenses incurred incidental to State Bar business such as copying costs, remote internet connection fees, facsimile costs and other expenses required to conduct State Bar business, will be reimbursed in conformity with the terms and guidelines of the Travel and Business-Related Expense Policy regardless of whether the Travel Status requirements are met.

VIII. EXPENSE ADVANCES

A. Travelers may, under exceptional circumstances, request temporary travel advances. In order to be processed, such requests must be approved according to the same procedure as for *Expense Reports* and submitted to the Finance Department at least three full workdays before the funds are needed.

B. The amount of the advance will be based on the nature and requirements of the trip, but shall not exceed \$250 per day.

C. All advances must be repaid or offset by *Expense Reports* within the 30-day deadline for submission of reports as noted above.

D. Additional advances will not be made when a prior advance is outstanding.

APPENDIX A

The State Bar of California

EXPENSE REPORT

2008

NAME	Joe Traveler	PHONE	x1234	Enter amount paid in cash, "C" for direct bill, or "PC" for PCard billing. See tabs below for detailed instructions and account lookup.
ADDRESS	1968 Bermuda Way, San Francisco CA 94115			


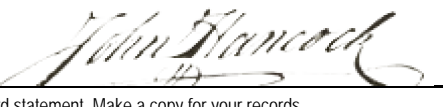
Travel Expenses

TRIP 1 PURPOSE	Insurance Broker Interviews			LOCATION FROM / TO	SF / LA						
TRIP 2 PURPOSE				LOCATION FROM / TO							
month/date	MON	TUE	WED	1/2	THU	1/3	FRI	1/4	SAT	SUN	TOTALS
LODGING			PC		PC						\$ -
TAXI-LOCAL TRANSPORT			15.00			16.00					
TOLLS/PARKING FEES											
AIR TRAVEL			PC		PC						
AUTO (PERSONAL) miles/\$	-	-	14	7.07	-	14	7.07	-	-		
AUTO (RENTAL)											
TOTAL TRANSPORTATION	-	-	22.07		-	23.07		-	-		\$ 45.14
BREAKFAST					6.00	6.00					
LUNCH					8.00	8.00					
DINNER			18.00		18.00						
TOTAL MEALS & OTHERS	-	-	18.00		32.00	14.00		-	-		\$ 64.00
TOTAL TRAVEL EXPENSE											\$ 109.14

Miscellaneous & Business Expenses

DESCRIPTION & PURPOSE

DATE	(Include names of individuals and meeting purpose for Business Expense, and bill to budgeted 40570 account* below)	AMOUNT
1/3	Photocopy charges from hotel business center	\$ 5.00
TOTAL MISCELLANEOUS & BUSINESS EXPENSE		\$ 5.00

State Bar Staff only			Totals	
Accounting Distribution				
BUSINESS UNIT	*ACCOUNT	AMOUNT	TOTAL EXPENSE	\$ 114.14
23105	40510	\$ 109.14	LESS CASH ADVANCE	
23105	41030	\$ 5.00	BALANCE DUE REQUESTOR	\$ 114.14
			BALANCE DUE STATE BAR (attach check)	\$ -
			Signatures date	
			Requestor	
			Authorization	
DISTRIBUTION REMAINING (must = 0)		\$ -		

Submit to Finance with reimbursement receipts only. Hold all "PC" receipts for Purchasing Card statement. Make a copy for your records.

APPENDIX B

Airline Travel

After approving the State of California budget, contracted airfares for FY 2007-2008 have been published. Rates for California city-to-city, state-to-state and international travel city pairs are posted on the California [DGS website](#). The contracted carriers include United Airlines, Jet Blue, American and US Air. These airlines offer both *Ycal* and *Vcal* rates. The *Vcal* rates are considerably lower but are capacity controlled so the key to securing this low rate is early booking. Southwest Airlines rates are still available through the *SWABIZ* program and are often lower than the other contracted rates. To secure a State of California or *SWABIZ* rate, travel arrangements must be made through the State Bar's contracted travel agency, Giselle Travel by calling (800) 523-0100 for a \$15 booking fee or logging into their website at www.globaltrav.com for a \$10 booking fee.

Travelers must have a Profile Request form on file with Giselle Travel before booking. You may obtain a form by contacting Margarita Manalo in San Francisco, (415) 538-2562, or Alice Daniels in Los Angeles, (213) 765-1116.

If you have any other questions regarding air travel, please contact Sharon Pearl (415) 538-2340, or Liz Avila (415) 538-2329.

APPENDIX C

THE STATE BAR OF CALIFORNIA AUTHORIZED TRAVEL EXPENSE RATES

Effective January 1, 2008

Lodging:

(excluding all taxes)

San Francisco	\$205.00
Los Angeles	\$130.00
San Diego	\$150.00
Sacramento	\$150.00
All other areas	\$150.00

Meals:

Breakfast	\$ 6.00
Lunch	\$10.00
Dinner	\$18.00

Mileage:

For travel up to December 31, 2007, the mileage reimbursement rate is 48.5¢. Effective January 1, 2008, the mileage reimbursement rate is 50.5¢ per mile driven. The mileage reimbursement rate will be adjusted annually to mirror the reimbursement rate established by the U.S. Internal Revenue Service for business related reimbursement. These rates are imbedded in the formulas of the online Expense Report and will be adjusted on the effective date of any rate change. If you have previously downloaded or distributed copies of this automated form, you may need to replace it with a fresh copy to properly calculate your per diem reimbursement amounts for the 2008 calendar year.

APPENDIX D

Hotel Reservations

The State of California has negotiated discounted hotel room rates at a number of hotels in California including Los Angeles. Though travelers are not required to use these hotels, they must still abide by the established hotel per diem for the city they are visiting: \$130 (Los Angeles) and \$150 (all other areas except San Francisco). Exceptions to these per diems must be approved in advance of travel by your staff manager liaison.

In San Francisco, the established per diem is \$205. The Harbor Court Hotel in San Francisco offers a discount rate of \$180 per night to Bar employees and volunteers traveling on State Bar business. Travelers to San Francisco should take advantage of these rates when available and book their hotel room at either of these locations. The Harbor Court Hotel is located on Steuart Street, a block and a half from the SF office. In order to receive the State rate and be exempt from hotel tax, individual State Bar travelers must contact Margarita Manalo, Travel and Information Services Coordinator for San Francisco (415) 538-2562, who will handle the reservations, prepare the tax exempt form and handle billing.

The State Bar of California has negotiated favourable rates at the Omni Hotel in Los Angeles for State Bar travelers. This rate is \$110 per night. To make reservations, travelers should contact Alice Daniels, Travel and Information Services Coordinator for Los Angeles (213) 765-1116. Travelers can pay for their room when they check out using their own personal credit card.

State Bar travelers visiting other cities in California or out of state may be able to take advantage of State of California discount rates for hotel accommodations. The State of California travel program has contracted discount rates with hundreds of hotels throughout the country. A list of available hotels can be found on their website at <http://www.travelcsg.com> and going to the quick link in the left-hand margin entitled *2007 California Hotels*. If you are interested in making a reservation at one of these hotels please contact Margarita Manalo (SF) or Alice Daniels (LA) for assistance.

This program has been established to assist us in reducing travel expenses throughout the State Bar and at the same time, enjoy travel and accommodations that are convenient, easily accessible and meet our needs. If you have any questions about the travel program and the established guidelines, please call either Sheri Pearl (415) 538-2340, or Liz Avila (415) 538-2329.